

Responding to Work Manager Tasks/Alerts

1. Egrants notifies External Users when either there is new information regarding the status of your grant application/subgrant (Alert) or you are required to take some action before your grant can be processed further (Task) via email.
2. Look for an email with a subject line that reads: ATTENTION – Important notice from ICJI's Egrants System. The email will prompt you with the "cause" for receiving the Task or Alert, as well as the "next steps" you need to take.
3. To ensure that ICJI can continue processing your grant application, if you have a Task, it is **essential** for you to go to [Egrants](#) to check your Work Manager for new Tasks and/or Alerts.

For more detailed instructions please see the [Task and Alerts Quick Start Guide](#)